

**Minnesota Department of Public Safety  
Division of Emergency Communication Networks**

**NOTICE OF GRANT OPPORTUNITY  
FY2013**

**2012 Homeland Security Grant Program (SHSP)**

**Federal Funds  
Interoperable Communications Projects**

As part of the FY2012 Homeland Security Grant Program (SHSP), \$971, 145.00 has been allocated to continuing the investment in Strengthening Interoperable Communication Systems. SHSP funds have been allocated to Homeland Security and Emergency Management regions or individual counties and earmarked for Interoperable Communication planning since the FY2007 SHSP grant process for this purpose.

Minnesota Statute §403.36, subdivision 1g provides that the Statewide Radio Board (SRB), which has been designated as Minnesota's State Interoperable Executive Committee (SIEC) shall "advise the commissioner of the Department of Public Safety on public safety communications interoperability and on the allocation and use of funds made available to Minnesota to support public safety communications interoperability." Information on the SRB procedures to fulfill this requirement is available on the SRB website ([www.srb.state.mn.us](http://www.srb.state.mn.us)) under "Grants."

**ELIGIBLE APPLICANTS**

Each of the following regional radio boards are eligible to make application under this grant for up to \$12,000 each for Exercises, Planning (includes TIC plan updates), Training, Organization, or Equipment:

- Northeast MN Regional Radio Board
- Northwest MN Regional Radio Board
- Central MN Regional Radio Board
- South Central MN Regional Radio Board
- Southwest MN Regional Radio Board
- Southeast MN Regional Radio Board
- Metropolitan Emergency Services Board

Each RRB will submit a budget for ECN approval into Egrants detailing the use of funds by category. During the grant period, the regional radio boards will have the authority to allocate and reallocate the funds, as necessary, to assure all funds are expended for authorized categories as listed above within the grant period.

Each of the counties or tribal governments (Kittson, Roseau, Lake of the Woods, Koochiching, Beltrami, Marshall, Clearwater, Pennington, Polk, Red Lake, Norman, Mahnomen, Clay, Becker, Waseca and Mower, White Earth and Red Lake tribal government) that do not currently have an approved full

participation plan and meet the following criteria will be eligible to make application for the remaining \$887,145.00. Disbursement of funds is contingent upon obtaining:

- County Board (or equivalent entity) resolution with intent to make ARMER primary voice communication system
- A full participation plan approved or in the process of approval by the Statewide Radio Board
- Signed contract or intent to enter into such contract with MNDOT to connect and use the ARMER Backbone
- Approved grant application
- Intent and ability to substantially complete all or most portions of a comprehensive project to transition primary public safety communications to the ARMER system before December 31, 2013

**“Transition to ARMER” means the ability to demonstrate the capability to substantially complete all or most portions of a complete project to transition primary public safety communications and a majority of voice traffic to and from public safety dispatch to ARMER, per an approved ARMER participation plan.**

Tribal governments should pass a resolution to move to ARMER, submit an approved full participation plan and join their Regional Radio Board (RRB). They should participate in the Regional Advisory Committee (RAC) meetings and the Regional Users and Owners and Operators meetings.

#### **PROJECT DATES (PERFORMANCE PERIODS)**

The funds available for this purpose must be encumbered through a fully executed grant no later than July 1, 2013. The grant performance period will extend through November 30, 2013. The grant period cannot be extended. Project applications must be delineated with project milestones and tangible deliverable timelines and any funds not anticipated to be expended by November 30, 2013 will revert to ECN for re-distribution.

#### **PROJECT GOALS**

The funding goal of this grant is to provide funds to counties and tribal governments for full participation on the ARMER system.

#### **ANTICIPATED FUNDING LEVEL**

Up to \$12,000 is available for each RRB and \$887, 145.00 will be available to individual counties and tribal governments that do not currently have a full participation plan approved through the Statewide Radio Board (SRB) and can demonstrate the ability to substantially complete all or most portions of a complete project to transition primary public safety communications to the ARMER system before December 31, 2013

## **APPLICATION PROCESS**

Applications must be submitted as follows:

Paper submissions: Division of Emergency Communication Networks  
Department of Public Safety  
445 Minnesota Street, Suite 137  
St. Paul, MN 55101  
Attn: Statewide Interoperability Program Manager

e-mail submissions: [tom.johnson@state.mn.us](mailto:tom.johnson@state.mn.us)

## **APPLICATION DEADLINE**

Regional Radio Boards should provide a budget in Egrants by February 28, 2013 for the regional allocation of \$12,000 each.

All other county or tribal government applications for interoperable communication funding under this grant must be submitted to the Division of Emergency Communication Networks by 3:00 p.m. on April 26, 2013.

## **APPLICATION PROCESS**

DECN-SRB Process (see: SRB Website, [www.srb.state.mn.us](http://www.srb.state.mn.us) for agendas and times)

|           |  |
|-----------|--|
| 5/01/2013 | SRB- Grants Workgroup (review applications and determine allocations to each applicant.)   |
| 5/09/2013 | Finance Committee (application review and approval)  |
| 5/14/2013 | Operations and Technical Committee<br>(review applications for technical merit)            |
| 5/21/2013 | Interoperable Committee (application review and approval)                                  |
| 5/23/2013 | Statewide Radio Board meeting<br>(Finance Committee recommendation submitted for approval) |
| 7/1/2013  | Grants must be fully executed.   |

## **ADDITIONAL GRANT CRITERIA**

The following additional considerations will be applicable to this grant process:

- Grant funds cannot be used to meet a match requirement under any other state or federal grant program.

- Applications must be consistent with the participation plans approved for counties and other local units of government within each region.
- The Statewide Radio Board reserves the right to allocate or not allocate funds or any portion thereof among regions in a manner that addresses the fact previous allocations of grant funds was made to regions where implementation of the ARMER backbone was further along.
- Due to the variability and speculative nature of costs provided to counties in their participation plans, costs may be assigned to various infrastructure elements required for local integration to the ARMER system.
- All other terms and conditions for SHSP apply (see <http://www.fema.gov/fy-2012-homeland-security-grant-program>).

## APPLICATION CONTENT

The application will consist of an applicant information sheet, a narrative attachment, a comprehensive project budget and description of the projects alignment with SCIP priorities. Any proposal that does not include the following components will not be considered for funding.

1. *Applicant Information Sheet:*

The information required in this section is specified in the attached Application Information Sheet. This information is necessary to administer the application process, to assure that any questions concerning an application are promptly addressed, and to assure prompt notification of applicants concerning the application.

2. *Project Overview:*

This section of the application should provide a detailed description of the proposed project(s) for the county or tribal government based upon details provided in each county or tribal government's approved full participation plan. Note: The short timelines do not allow time to seek additional follow up information from applicants.

3. *Project Budget Elements:*

This section of the application should include detail cost items for each county included in the regional application, as follows:

| Number | Item   | Cost Per Item | Total Cost |
|--------|--|---------------|------------|
|        | Existing Radio Console Positions                               |               |            |
|        | Radio Console Upgrades   |               |            |
|        | Radio Console Replacements                                     |               |            |
|        | Control Stations (backup or for stand-alone dispatch consoles) |               |            |
|        | PSAP to ARMER Backbone Connection                              |               |            |
|        | Microwave Connection   |               |            |
|        | Other connection   |               |            |
|        | ARMER Backbone sites in county                                 |               |            |
|        | Added Radio Channels   |               |            |

### FY2012 State Homeland Security Grant Program

Interoperable Communication

Notice of Grant Opportunity

|  |                          |  |  |
|--|--------------------------|--|--|
|  | Added Base Radio Sites   |  |  |
|  | Added ARMER RF Equipment |  |  |
|  | Added Microwave          |  |  |
|  | New/Rebuilt Tower Site   |  |  |
|  | Subscriber Units         |  |  |
|  | Training                 |  |  |
|  | Exercises                |  |  |
|  | Planning                 |  |  |
|  | Organization             |  |  |
|  | Other (specify)          |  |  |

Additional items may be listed separately, including description and estimated cost, but may not necessarily be used as a basis for the allocation of funds to the region.

#### **REPORTING REQUIREMENTS**

Grantees will be required to submit Interoperable Communication-Grant Project Status Reports quarterly and will be subject to verification of grant project status throughout the term of the project in addition to audit and reporting requirements contained in the standard grant agreement.

**INTEROPERABLE EMERGENCY COMMUNICATIONS GRANT PROGRAM**

**APPLICATION INFORMATION SHEET**

Grant Program Title: 2012 SHSP Grant- Federal Funds

Applicant

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Applicant Contact (must be an individual)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

e-mail: \_\_\_\_\_

Application Date: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Detailed Narrative Description of Proposed Project(s)

Include detailed project timelines.

---

---

---

---

---

---

---

---

**INTEROPERABLE EMERGENCY COMMUNICATIONS GRANT PROGRAM**

**APPLICATION INFORMATION SHEET**

**Continued**

*Project Budget Elements:*

This section of the application should include detail cost items for each county included in the regional application, as follows:

| Number | Item   | Cost Per Item | Total Cost |
|--------|--|---------------|------------|
|        | Existing Radio Console Positions                             |               |            |
|        | Radio Console Upgrades                                       |               |            |
|        | Radio Console Replacements                                   |               |            |
|        | Control Stations (backup or for non-Motorola implementation) |               |            |
|        | PSAP to ARMER Backbone Connection                            |               |            |
|        | Microwave Connection   |               |            |
|        | Other connection   |               |            |
|        | ARMER Backbone sites in county                               |               |            |
|        | Added Radio Channels   |               |            |
|        | Added Base Radio Sites                                       |               |            |
|        | Added ARMER RF Equipment                                     |               |            |
|        | Added Microwave  |               |            |
|        | New/Rebuilt Tower Site                                       |               |            |
|        | Subscriber Units   |               |            |
|        | Training   |               |            |
|        | Exercises  |               |            |
|        | Planning   |               |            |
|        | Organization   |               |            |
|        | Other (specify)  |               |            |

**2012 SHSP INTEROPERABLE COMMUNICATIONS  
GRANT Project Status Report**

Grant Program: Fiscal Year \_\_\_\_\_ Program Title: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Description (Brief): \_\_\_\_\_

|                     |                             |                            |                  |
|---------------------|-----------------------------|----------------------------|------------------|
| <b>Planning</b>     | <b>Allocated to project</b> | <b>Expended on project</b> | <b>Remaining</b> |
| Grant Funds         |                             |                            |                  |
| <b>Organization</b> | <b>Allocated to project</b> | <b>Expended on project</b> | <b>Remaining</b> |
| Grant Funds         |                             |                            |                  |
| <b>Equipment</b>    | <b>Allocated to project</b> | <b>Expended on project</b> | <b>Remaining</b> |
| Grant Funds         |                             |                            |                  |
| <b>Training</b>     | <b>Allocated to project</b> | <b>Expended on project</b> | <b>Remaining</b> |
| Grant Funds         |                             |                            |                  |
| <b>Exercise</b>     | <b>Allocated to project</b> | <b>Expended on project</b> | <b>Remaining</b> |
| Grant Funds         |                             |                            |                  |

Briefly Describe the Status of the Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Planning/Organizational Development- Describe the Status of Planning and Organizational Development: \_\_\_\_\_

\_\_\_\_\_

Equipment Allocation-Describe the Status of any Equipment/Infrastructure Acquisitions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Equipment Allocation- Specify agencies (local governments, tribal, non-governmental public safety agencies) that have received equipment in this program:

|                      |                  |
|----------------------|------------------|
| <b>Agency/Entity</b> | <b>Equipment</b> |
|                      |                  |
|                      |                  |
|                      |                  |



Training/Exercise- Describe the Status of Training and Exercise Development: \_\_\_\_\_

---

---

Issues and Obstacles to achieving Project Objectives: \_\_\_\_\_

---

---

Describe plan to achieve Project Objectives within the Grant Performance Period: \_\_\_\_\_

---

---

Project Contact:

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Submitted by:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Printed name and title